

**ADOPTED 2007 BUDGET****DEPT:** DEPARTMENT OF ADMINISTRATIVE SERVICES - PROCUREMENT**UNIT NO.** 1152**FUND:** General - 0001**OPERATING AUTHORITY & PURPOSE**

The Procurement Division of the Department of Administrative Services is empowered by Chapter 32 of the Milwaukee County Ordinances to purchase or contract for supplies, materials, equipment and contractual services needed by County departments, agencies and institutions. This authority does not include public works programs, professional service contracts, repairs or alterations to buildings, structures, or leases of County-owned real estate and appurtenances which are administered by the Department of Public Works (DPW). The Procurement Division is also authorized to develop

standards, prepare specifications, sign and issue contracts and purchase orders, process requests for proposals with the exception of professional service contracts, and assist the Milwaukee County Transit System processing of purchase orders.

Additionally, the Procurement Division provides Disadvantaged Business Enterprises an opportunity to participate in Milwaukee County's procurement process pursuant to ordinances and annual goals established by the Milwaukee County Board of Supervisors.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>2005 Actual</b>	<b>2006 Budget</b>	<b>2007 Budget</b>	<b>2006/2007Change</b>
Personal Services (w/o EFB)	\$ 365,967	\$ 536,818	\$ 472,567	\$ (64,251)
Employee Fringe Benefits (EFB)	237,214	312,722	336,010	23,288
Services	60,656	30,723	38,473	7,750
Commodities	5,034	4,960	5,460	500
Other Charges	0	0	0	0
Debt & Depreciation	0	0	0	0
Capital Outlay	0	0	0	0
Capital Contra	0	0	0	0
County Service Charges	65,123	219,294	124,970	(94,324)
Abatements	(40,853)	(203,822)	(109,589)	94,233
<b>Total Expenditures</b>	<b>\$ 693,141</b>	<b>\$ 900,695</b>	<b>\$ 867,891</b>	<b>\$ (32,804)</b>
Direct Revenue	34,450	39,551	39,551	0
State & Federal Revenue	0	0	0	0
Indirect Revenue	0	0	0	0
<b>Total Revenue</b>	<b>\$ 34,450</b>	<b>\$ 39,551</b>	<b>\$ 39,551</b>	<b>\$ 0</b>
<b>Direct Total Tax Levy</b>	<b>658,691</b>	<b>861,144</b>	<b>828,340</b>	<b>(32,804)</b>

<b>ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*</b>				
<b>Account Summary</b>	<b>2005 Actual</b>	<b>2006 Budget</b>	<b>2007 Budget</b>	<b>2006/2007Change</b>
Central Service Allocation	\$ 0	\$ 0	\$ 0	\$ 0
Courthouse Space Rental	0	125,143	69,465	(55,678)
Tech Support & Infrastructure	18,754	29,090	18,895	(10,195)
Distribution Services	573	680	847	167
Telecommunications	2,885	3,413	3,781	368
Record Center	0	0	0	0
Radio	0	0	0	0
Computer Charges	6,037	17,565	4,409	(13,156)
Applications Charges	12,606	27,931	9,534	(18,397)
<b>Total Charges</b>	<b>\$ 40,855</b>	<b>\$ 203,822</b>	<b>\$ 106,931</b>	<b>\$ (96,891)</b>
<b>Direct Property Tax Levy</b>	<b>\$ 658,691</b>	<b>\$ 861,144</b>	<b>\$ 828,340</b>	<b>\$ (32,804)</b>
<b>Total Property Tax Levy</b>	<b>\$ 699,546</b>	<b>\$ 1,064,966</b>	<b>\$ 935,271</b>	<b>\$ (129,695)</b>

\* These costs are included in other departmental and non-departmental budgets. They are reflected here to show the "total" amount of tax levy support for this Department.

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<b>PERSONNEL SUMMARY</b>				
	<b>2005 Actual</b>	<b>2006 Budget</b>	<b>2007 Budget</b>	<b>2006/2007 Change</b>
Personal Services (w/o EFB)	\$ 365,967	\$ 536,818	\$ 472,567	\$ (64,251)
Employee Fringe Benefits (EFB)	\$ 237,214	\$ 312,722	\$ 336,010	\$ 23,288
Position Equivalent (Funded)*	10.1	10.7	9.0	(1.7)
% of Gross Wages Funded	93.9	97.0	100.0	3.0
Overtime (Dollars)**	\$ 0	\$ 0	\$ 0	\$ 0
Overtime (Equivalent to Position)	0.0	0.0	0.0	0.0

\* For 2005 Actuals, the Position Equivalent is the budgeted amount.

\*\* Delineated for information. (Also included in personal services.)

<b>PERSONNEL CHANGES</b>				
Job Title/Classification	Action	Number of Positions/ Total FTE	Division	Cost of Positions (Excluding Fringe Benefits)
Buyer III	Unfund	1/1.0	Purchasing	\$ (65,213)
Clerical Assistant II	Unfund	1/1.0	Standards & Specification	(29,983)
			<b>TOTAL</b>	<b>\$ (95,196)</b>

**MISSION**

The Procurement Division, within the scope of Chapter 32, shall obtain goods and services for Milwaukee County customers, which enhance the quality of life in Milwaukee County and fully utilize all segments of the business community.

procurement of good and services. Identification of those areas will result in the collaborative effort of both entities to effectively procure commodities and/or services.

**BUDGET HIGHLIGHTS**

- Personal services without fringe benefits decrease by \$64,251 from \$536,818 to \$472,567, primarily due to the unfunding of two positions.
- Procurement will increase strategic partnerships with other County departments and regional agencies to utilize collaborative contract agreements to reduce the demand on staff. As a result of this initiative, one Buyer III position and one Clerical Assistant II position are unfunded in the 2007 budget.
- Revenue of \$39,551 is maintained in 2007 and is associated with an annual fee of \$25 for vendors who wish to be added to the Milwaukee County list of approved vendors.
- Milwaukee County and City of Milwaukee Purchasing Department will continue to identify areas where there is duplication of effort in the procurement of good and services. Identification of those areas will result in the collaborative effort of both entities to effectively procure commodities and/or services.
- To provide vendors with the tools and mechanisms necessary to retrieve and submit competitive bids and/or proposals, the Procurement website will be upgraded and enhanced in 2007. A new expenditure appropriation of \$7,600 is included for this initiative.
- An expenditure appropriation of \$1,800 is maintained in the 2007 budget to provide a stipend to citizen members of the Purchasing Standardization Committee.
- All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be authorized or made and no obligation incurred against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance is or will be available in the appropriation to

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make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county officer who knowingly violates this subsection is

jointly and severely liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."